MLA Format General Guidelines

General Guidelines

- Page Margins 1" on all sides
- Font - Times New Roman, Regular, 12pt
- Double-space
- Indent the first line of paragraphs one half-inch from the left margin.
- Create a header that includes your last name, followed by a space with a page number; number all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.

Formatting the First Page of Your Paper

- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.
- Double space again and center the title. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.

Work Cited Page General Guidelines

- Begin your Works Cited page on a separate page at the end of your research paper. It should have the same one-inch margins and last name, page number header as the rest of your paper
- Label the page Works Cited (do not italicize the words Works Cited or put them in quotation marks) and center the words Works Cited at the top of the page.
- Double space all citations, but do not skip spaces between entries.
- Indent the second and subsequent lines of citations five spaces so that you create a hanging indent.
- Writers are no longer required to provide URLs for Web entries. However, if your instructor or publisher insists on them, include them in angle brackets after the entry and end with a period. For long URLs, break lines only at slashes.